

DHFC Guidelines Manual

SCDHEC DIVISION OF
HEALTH FACILITIES CONSTRUCTION

VERSION: AUGUST 2014

LEGEND

IBC	ICC International Building Code
ICC	International Code Council, Inc.
IEBC	ICC International Existing Building Code
IFC	ICC International Fire Code
IMC	ICC International Mechanical Code
NFPA	National Fire Protection Association
SCDHEC	South Carolina Department of Health and Environmental Control
DHEC	Department of Health and Environmental Control
DHFC	Division of Health Facilities Construction
FLS	Fire and Life Safety
CON	Certificate of Need
LLR	Labor, Licensing and Regulation
DHL	Division of Health Licensing
NOC	Notice of Completion
CPIF	Construction Project Information Form

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**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL
CONTROL DIVISION OF HEALTH FACILITIES CONSTRUCTION & OFFICE OF
FIRE AND LIFE SAFETY**

INTRODUCTION

The South Carolina Department of Health and Environmental Control (S.C. DHEC) Division of Health Facilities Construction reviews plans, specifications, documents, and construction for health care facilities which DHEC licenses in South Carolina. In addition, the Office of Fire & Life Safety conducts periodic fire and life safety surveys of existing facilities to insure continued compliance with appropriate codes, standards and regulations. This authority comes from the South Carolina Legislature. Some facility types, such as doctors' offices and some clinics, are not licensed by S.C. DHEC and thus are not reviewed or inspected by us.

This manual is created and distributed to aid in the information, design, construction, and approval process for facilities licensed by DHEC. It is not intended as a design manual because it does not contain all that you will have to know. This manual is divided into many sections and some sections may not apply to your project. We are a regulatory agency and have been charged with the responsibility of seeing that facilities built and operated in this state meet minimum regulation and code standards. We have found that most people want to "do it right the first time" and want help with the "rules". This manual is to assist you with the process and "the rules". We operate in a "consultation" mode and only "regulate" when necessary. Please feel free to call the DHFC office for clarifications and questions at (803) 545-4215.

Different divisions within DHEC review specific project disciplines. All facilities licensed by DHEC must have the documents, plans and construction of the building or portion of the building approved by DHEC's Division of Health Facilities Construction and Health Licensing. The process consists of three stages: Plan Approval, Construction Approval, and Occupancy Approval from DHL.

The State of South Carolina is divided into DHFC Regions. Each region is assigned a professional team member dedicated to that region. You will work with the same team member(s) throughout the project, and may work with more than one team member together based on the project size. DHFC staff appreciates your patience as we respond to the high volume of emails and calls while we are mobile. Our regions, e-mail addresses and phone numbers are located at the below.

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DHFC REGIONS

Upstate – Mark Bishop - (803)609-8610 {Mobile} - Abbeville, Anderson, Cherokee, Greenville, Greenwood, Laurens, McCormick, Oconee, Pickens, Spartanburg, Union

Pee Dee - Graham Cormack - (803) 727-3576 {Mobile} - Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Lee, Marion, Marlboro, Sumter, Williamsburg

Low Country - Elie Macaron Jr. - (843) 442-8179 {Mobile} - Allendale, Bamberg, Beaufort, Berkeley, Calhoun, Charleston, Colleton, Dorchester, Hampton, Jasper, Orangeburg

Midlands – John Travis. – (803) 422-7570 {Mobile} – Aiken, Barnwell, Chester, Edgefield, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Richland, Saluda, York

DHFC Director - Bill McCallum – (803) 545-4211

WHEN TO MAKE CONTACT WITH DHFC

Notification and Approval for Construction Work Performed in a DHEC Licensed Healthcare Facility:

Regulations promulgated by the Department of Health and Environmental Control contain standards on the construction and renovation of healthcare facilities. Many projects require notification and approval of the Division of Health Facilities Construction (DHFC) prior to work being performed. The purpose of this memorandum is to clarify which situations require approval from the Division of Health Facilities Construction (DHFC) before work is performed in a licensed facility. Our mission at Health Facilities Construction is to enable you as the customer to construct, repair and or make alterations for improvement of your licensed facility, while assuring that the work is completed in accordance with currently adopted codes, standards and regulations.

When construction, renovation, or alteration is contemplated to existing licensed buildings, the facility must do all of the following:

- Determine whether or not the project is required to have approval from the DHFC. Projects that require notification to, and approval from, the DHFC include new construction or projects with changes to the physical plant of a licensed facility which has an effect on: the function, use or accessibility of an area; structural integrity; active and passive fire safety systems (including kitchen equipment such as exhaust hoods or equipment required to be under the said hood); door, wall and ceiling system assemblies; exit corridors; mechanical, electrical and plumbing systems; and projects pertaining to any life safety systems. Cost has no bearing on whether or not a review is needed. When

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in doubt, please contact the DHFC for guidance.

- Verify that the project does not need a CON. Contact the DHFC for guidance.
- Submit a Construction Project Information Form (CPIF)
- Contact DHFC regarding code and regulatory requirements that apply to the project.
- Make an appointment with DHFC for the review of your documents, plans and specifications.

Construction work shall not begin until approval of the documents, plans and specifications. You are required to obtain written permission from DFHC. Any construction deviations from the approved documents shall be approved by DFHC.

The DHFC does not require a review of general facility maintenance items, defined as “the act of keeping property or equipment in good condition by making repairs, correcting problems, etc.” If you are unclear if a project is considered maintenance or construction, please contact our office for guidance. The following examples of work are considered maintenance items and do not require approval from DHFC.

- a. Painting* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material.
- b. Window treatments* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material.
- c. Fixing leaks* - a CPIF is not required for this work, but the facility is required to comply with current building and NFPA codes for correct type and application of all the material. If the leak has damaged the facility due to mold growth, or any other reason, and requires any wall assembly replacement, please contact our office for direction.

*(The above projects are provided as examples of maintenance items and should not be construed as an all-inclusive list.)

If any type of work, maintenance or otherwise, is performed to a standard inconsistent with codes or regulations, the work will require repair and or complete replacement. In this instance, your facility may also be cited for failure to comply with the pertinent codes or regulations.

If you need clarification of this memorandum for any current or future projects at your facility, please do not hesitate to contact our office at (803) 545-4215.

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TYPES OF FACILITIES LICENSED BY DHEC

DHFC reviews the following types of facilities. These include but are not limited to:

- Abortion Clinics - Regulation 61-12
- Ambulatory Surgical Facilities - Regulation 61-91
- Birthing Centers for Deliveries by Midwives - Regulation 61-102
- Body Piercing Facilities - Regulation 61-109
- Community Residential Care Facilities - Regulation 61-84
- Day Care Facilities for Adults - Regulation 61-75
- Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence - Inpatient - Regulation 61-93
- Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence - Outpatient - Regulation 61-93
- Freestanding or Mobile Technology - Regulation 61-108
- Habilitation Centers for Persons With Intellectual Disability or Person with Related Conditions - Regulation 61-13
- Hospices - Regulation 61-78
- Hospitals and Institutional General Infirmaries - Regulation 61-16
- Nursing Homes - Regulation 61-17
- Renal Dialysis Facilities - Regulation 61-97
- Residential Treatment Facilities for Children and Adolescents - Regulation 61-103
- Tattoo Facilities - Regulation 61-111
- Others

DHEC does not license doctor's offices or most outpatient clinics. We also do not review these facilities, even if owned by a licensed entity unless the clinic is part of the license of the entity. If you have a question, please contact us at (803) 545-4215.

GENERAL PROCESS OUTLINE

Briefly, the process of getting a facility or space licensed is as follows. These steps are discussed in more detail in following sections.

1. Obtain CON approval if required.
2. Fill out DHL Licensing application. For a new facility, obtain a verification letter from DHL for the project.
3. Provide a Construction Project Information Form to DHFC for processing.
4. Pay project review fee for DHFC.
3. Assembling construction documents and project manual of your project/facility.
4. Establish appointment(s) for review of your construction documents by DHFC.
5. Owner begins construction, alterations and/or renovations.

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6. Construction progress inspections by DHFC.
7. Final construction inspection by DHFC.
8. Documentation required at the final construction inspection.
9. Internal document “NOC” sent from DHFC to DHL.
10. Licensing inspection by DHL, to allow occupancy of the project space.
11. Certification inspection (if required for federal reimbursement, occurring several months after the facility is open.)

CERTIFICATE OF NEED

Many types of services must obtain a Certificate of Need (often referred to as a CON) before they can begin the project and ultimately be licensed.

Please consult the Certificate of Need homepage located on SCDHEC’s website at: <http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/CertificateOfNeed/> Insure that the C.O.N. number or exemption number appears on all correspondence including drawings.

Those facilities which do require a Certificate of Need for operation may require a C.O.N., C.O.N. Exemption Number or N.A.D (non applicability determination) for expansions, renovations, or introduction of new services. We cannot do plan reviews or issue a plan approval letter to those facilities without a final resolution from the C.O.N. Department. If you are not sure, call and we will help you.

Director of C.O.N. – Robert (Sam) Phillips, Esq. phillipb@dhec.sc.gov

ACCEPTING DOCUMENTS / PLANS FOR REVIEW

Document, plan and construction acceptance shall be obtained from DHFC. The first step is to assemble the construction documents for an appointment in our office. All project reviews are done in person. Delivering your project documents, or plans to our office is not allowed.

You will not be able to make an appointment with DHFC until your Construction Project Information Form is recorded in our data base and a project review fee is paid.

SC LLR and SCDHEC Regulations require that most facilities licensed by DHEC have plans prepared by an design professional registered in the State of South Carolina and that these documents "shall bear their signed, seal(s)". Institutional, Assembly, Hazardous, and Educational Facilities, are examples of occupancies that shall have a design professional. If you are not sure, call and we will guide you.

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Plans for Community Residential Care Facilities which will house 6 or more residents shall be produced by a design professional. Construction documents for Community Residential Care Facilities of 5 or less residents shall be professionally drawn to scale by a drafts person or designer, but are not required to be produced by an architect.

Construction documents produced by a drafts person or designer shall be professionally produced with skill and accuracy and shall meet the requirements as to content and detailing as directed by the DHFC plan reviewer.

It is highly recommended by DHFC that a design professional is used for your 5 bed facility.

CURRENT CODES, REGULATIONS AND STANDARDS

Listed below are Regulations, Codes and Standards which the Division of Health Facilities Construction may use when reviewing projects. Note that not all apply for all types of facilities. If you have questions or need clarifications, please call (803) 545-4215.

IBC	2012	NFPA 10	2010
IFC	2012	NFPA 13	2010
IEBC	2012	NFPA 13D	2010
IMC	2012	NFPA 13R	2010
IPC	2012	NFPA 72	2010
ICC ANSI A117.1	2009	NFPA 99	2012
NFPA 70	2011	NFPA 110	2010
NFPA 101	2000	ALL SCDHEC & LLR REGULATIONS	

GRANDFATHER CLAUSE FOR EXISTING BUILDINGS

All buildings, new and existing, being licensed for the first time, increasing licensed beds/occupancy or changing their license to provide a different service shall meet the current codes and regulations listed above. Any additions, alterations, or renovations to an existing licensed facility shall meet the current codes, regulations, and requirements listed above.

Buildings under construction at the time of the adoption of regulations shall meet the codes, regulations, and requirements in effect at the time of the plan final acceptance from DHFC.

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Any facility that gives up or loses its license, or any number of licensed beds, and wants to be relicensed or “license increased” will be considered a “new” building and must meet the current codes, regulations, and standards for the building and its essential equipment and systems in effect at the time of application for relicensing or increase in the license. Currently licensed facilities increasing their license shall comply with the aforementioned requirements and shall be required to address and upgrade all life safety aspects of the building. The scope of work for each building will be different. The DHFC shall identify and confirm the scope of work.

PLAN APPROVAL BY DHFC

Construction work shall not commence until final plan approval is received by DHFC. All plan reviews performed by DHFC are done on an appointment only basis with the Owner or Owner’s Representative(s) and Design Professional present. The Design Professional may act as the Owner’s Representative. The design professional shall be present at all plan reviews. Plan reviews are done in 3 stages unless other arrangements are approved by DHFC plan reviewer. Schematic, design development and final documents are required for projects. The object of the reviews is to get a set of code compliant plans properly sealed, and with all required documentation. Final construction documents must be properly signed, sealed and dated at the time of the final review.

The following documentation shall be submitted during the review process. The project or construction documents cannot be accepted without the documentation below:

1. Project Information Form.
2. Final Documentation Form
3. Fire Department Letter indicating the local fire department has the equipment or arrangements to fight a fire in that type of facility. (**Not required** if a fire hydrant is within or will be within 400 feet from any portion of the building. (600’ for sprinklered building))
4. Commercial kitchen plan with full equipment list and all equipment specification sheets.

Please Do Not Mail-in or Hand Deliver construction documents. "Mail-in and Hand deliver" construction documents for review will not be addressed and will be recycled.

Plan reviews and acceptance by DHFC, include new construction or projects with changes to the physical plant of a licensed facility which has an effect on: the function, use or accessibility of an area; structural integrity; active and passive fire safety systems (including kitchen equipment; such as exhaust hoods or equipment required to be under the hood); door, wall and ceiling system assemblies; exit corridors; mechanical, electrical and plumbing systems; and projects pertaining to any life safety systems. Cost has no bearing on whether or not a review is needed.

Due to the high demand of this office, it is suggested that appointments be made as soon as the expected review date is determined. It is easier to postpone an appointment than to try to work

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around previously scheduled dates.

All subsequent addenda, change orders, field orders, and documents altering the DHFC approval, shall require written notification, review and re-approval from DHFC unless advised otherwise by DHFC.

When you come for your plan review, bring **One (1) full size complete set** of construction documents and addenda (if applicable) for review by DHFC.

If the project is delayed for a period of twelve months from the time of acceptance of final documents, a new approval is required by DHFC.

Letters shall be written from our office accepting the documents or construction documents. In an effort to expedite the plan acceptance process, acceptance of documents or construction documents allowing work to begin in any licensed facility may also come in the form of a verbal, phone text, or email format. In any case, the following statement below shall apply whether stated or not in any project acceptance communication:

This examination of the submitted documents does not relieve the Owner, Architect/Engineer, and Contractor, or their representatives from individual or collective responsibility to comply with the applicable codes and regulations. This review is not to be construed as a check of every item in the submitted documents and does not prevent authorities from hereafter requiring corrections of errors in plans or construction.

Please keep this office informed as to any developments (i.e. addendums, change orders, etc.) on the referenced project. Please keep this office informed in writing of the start of construction and progress of construction (at each 10% completion point). Inspections are required for all projects. Please contact DHFC for additional information on inspections.

For our records, after final plan review, a compact disk in a hard case, with the following applicable information shall be required prior to project acceptance:

1. 1 PDF file per drawing sheet, stamped and signed.
2. 1 PDF file per specification section, including cover, TOC, and all other information in the Project Manual.
3. PDF file of the Licensing Application (if required)
4. PDF files of water, sewer, OCRM and zoning approvals (if required)
5. PDF file of the LLR SFM Sprinkler Specification Sheet (if required)
6. PDF file of the Construction Project Information Form
7. Provide business card inside the hard CD case.
8. Identify the Project on the outside of the CD.
9. Letter(s) of review comments
10. CON letter of approval (if required)
11. Other material as requested.

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CONSTRUCTION PROJECT INFORMATION FORM

(Hint - this is the very first thing you should do as soon as possible)

Prior to any project review or meeting, please provide the Construction Project Information Form filled out completely. When received, if there are no questions, the information shall be entered into our data base and an invoice shall be generated and emailed to the Owner and Architect. This is a duplicate invoice and only needs to be paid once.

Email this form to DHFCadmin.dhec.sc.gov. On the subject line type “Project is located in () county”. In the blank please put the county where the project is located.

FORMAT FOR PLANS SUBMITTED FOR REVIEW

Plan reviews need to address the following items, as a minimum requirement, but shall not be limited to the following:

1. Schematic Plans
 - (a) Program
 1. List services to be provided in the proposed construction.
 2. A schedule showing total number of beds (existing and new); types of bedrooms (private, semi-private, etc.) and types of ancillary spaces.
 - (b) Schematic Plans
 1. Single line drawings of each floor shall show the relationship of the various activities or services to each other and the room arrangement in each. The name of each room shall be noted. The proposed roads and walks, service and entrance courts, parking, and orientation, may be shown on either a small plot plan or the first floor plan. Indicate type of building construction as defined in NFPA and IBC, and provide a schematic Life Safety Plan.
 2. If the project is an addition, or is otherwise related to existing buildings on the site, the plans shall show the facilities and general arrangement of those buildings, their present configuration with existing fire rated and non-rated walls, and building construction types. This usually appears on the Life Safety Plan.
2. Design Development. Design Development plans shall include the following, as a minimum, but shall not be limited to:

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- (a) Civil engineering plans - show existing grade structure and proposed improvements. Provide a vicinity map and building locator guide.
- (b) Architectural Plans - provide floor plans (1/8" scale preferred). Show door swings, windows, casework and millwork, fixed equipment and plumbing fixtures. Indicate function of each space. Provide large scale plans of typical new bedrooms with a tabulation of net square footage of each bedroom. Provide typical large scale wall interior and exterior sections and exterior wall elevations.
- (c) Life Safety Plan - single sheet floor plan showing fire and smoke compartments, all means of egress and all exit markings. Dimension smoke compartments, calculate areas of smoke compartments and draft stop compartments (if any); and calculate and tabulate exit units required.
- (d) Mechanical Engineering Plans - provide one line diagram of the ventilating system with relative pressures of each space. Provide at least in outline form, system operation and description or drawings of any anticipated emergency smoke control system correlated with item (c) above
- (e) Electrical Engineering Drawings - one line diagram of (essential) normal and alternate power system showing service entrance(s), switchboards, transfer switches, distribution and panel boards, and description of loads. Show fire alarm zones, correlated with item (c).
- (f) Outline specifications - A general description of the construction, including construction classification and rating of components, U.L. assemblies, interior finishes, general types and locations of acoustical material, floor coverings, hardware groups, electrical equipment, ventilating equipment, and plumbing fixtures.
- (g) Whenever an addition, alteration, renovation or remodeling to an existing facility is proposed, the general layout of spaces of the existing facility shall be submitted with the Design Development plans.
- (h) Show existing sprinklered areas.

3. Construction Documents.

- (a) The construction documents shall be an extension of the Design Development plan submittal and shall completely describe the construction contemplated. These documents shall consist of work related to civil engineering, architectural, structural engineering, mechanical engineering, electrical engineering plus specifications for the complete description of all disciplines.

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- (b) It will take less time for this office to perform final review if the following things are accomplished before submitting the final construction documents:
- (1) Prepare everything in a neat, correctly ordered packet.
 - (2) Sign and seal final construction documents.
- (c) Submit a Fire/Life Safety Plan drawn to an appropriate scale to include the whole building "footprint" indicating the following:
- (1) Fire and smoke compartments, indicating the length, width and square footage of each compartment.
 - (2) All means of egress and exit markings, and exit exterior lighting.
 - (3) Calculation of exit units, number required and number provided.
 - (4) Indications of the sprinklered areas.
 - (5) Location of all fire extinguishers, color coded in green marker on the print submitted.
 - (6) Color code all rated walls, and smoke barriers.
 - (7) Provide a listing of the following in a "chart" format: See Chart on page 15.
 - Type of Occupancy as defined in the IBC. (Business, Residential, Institutional, etc)
 - Type of Construction as defined in the IBC and NFPA 220. (ex. Type VA, 1 hr. protected, sprinklered)
 - Maximum allowable gross square footage of the building and the actual gross square footage.
 - Required ratings of load bearing walls, floors, structural supports, etc. according to Table 601 of the IBC.
 - Seismic Zone – Site Class
 - Fire Sprinkler requirements, if any
 - Height and Number of stories
 - Land Use Zone (Wetlands, etc)
 - Total amount of required storage space.
 - A listing of the applicable codes used in the project design according to jurisdiction.

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- (d) Check your floor plans to insure that they agree with the Life Safety Plan as to the location of fire rated walls, smoke partitions, horizontal exits, etc.
- (e) Check your mechanical and electrical drawings to insure that they agree with the Life Safety Plan as to location of fire rated walls, smoke partitions, horizontal exits, etc. This is to insure that engineering functions which penetrate or otherwise relate to rated partitions do so according to code requirements.
- (f) Provide a hardware, door, window, and finish schedules.
- (g) Indicate on mechanical, plumbing and electrical plan sheets the names of all rooms as well as the room numbers.

CODE SUMMERY INFORMATION

The following information is a SAMPLING of code information to be listed on the Life Safety Plan of all projects.

CODE REVIEW INFORMATION

Name of Project

BUILDING CONSTRUCTION TYPE

Type of Construction: (IBC)(NFPA)

Occupancy:

DHEC Regulation 61-XXX

ANSI 117.1 Accessible and Usable

Buildings

Facilities Americans with Disabilities Act

BUILDING AREA CALCULATIONS

Maximum allowable Square Feet:

Actual Square Feet:

Area Increase Calculations:

Maximum Allowable Stories

Actual Stories

LIFE SAFETY SYSTEMS

Emergency Power

Fire Alarm System

Smoke Detectors

Smoke Detectors in Sleeping Rooms

Sprinkler System

Standpipe System

Draftstopping

Smoke Barriers

APPLICABLE CODES

International Building Code

International Plumbing Code

International Mechanical Code

International Gas Code

International Fire Prevention Code

National Electric Code - NFPA 70

Life Safety Code - NFPA 101

EXIT REQUIREMENTS

Dead End Limit

Panic Hardware

Locked Exit or Cross-corridor Doors

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Maximum Travel Distance to Exit
Number of Exits Provided
Occupancy Load
Number of Doors required

LAND USE INFORMATION

Wetland
Seismic Design Criteria
Wind Load Criteria
Wastewater Retention

FIRE RESISTANCE RATINGS

Party/Firewalls
Exterior Bearing Walls
Exterior Non-Bearing Walls
Interior Bearing Walls
Interior Non-Bearing Walls
Exit Access Corridors
Floor, Floor/Ceiling
Beams, Girders, Trusses, Columns
Roof, Roof/Ceilings
Vertical Shafts
Chases - P.M.E
Mixed Occupancy & Tenant Separation

CONSTRUCTION INSPECTIONS GENERAL INFORMATION

Construction shall not begin before the plan review process is completed. Substantial fines or penalties may be imposed if any construction work is done prior to the DHFC review process, and construction permit approvals.

Construction work which violates codes or standards will be required to be fixed and or removed. All projects shall obtain all permits from the local municipality. Work without proper permitting shall not be inspected by DHFC.

At least three site construction progress visits are required: progress inspection (at 50% completion), above ceiling inspection(s) (at 80% completion), and final inspection(s) shall be arranged with DHFC staff by the Design Professional. Progress inspections will be made as often as desired (if scheduling is not an issue) by request of the Design Professional. Progress inspections (50%) are considered a generalized inspection with the intent of all interested parties meeting and addressing all initial project concerns. On above ceiling inspections, all ceiling tile and soffit finish shall not be installed until the inspection is complete. We are most efficient inspecting from floor level. Ceiling tile and soffit finishes will delay our inspection. Ceiling tile to complete the installation of a ceiling device shall be allowed to be installed. Border pieces and all other ceiling tile shall not be installed until after the inspection.

Above ceiling and final inspections have generally one rule “everything shall be complete at the time of inspection”. This shall include Owner provided items. The above ceiling inspection shall include but not be limited to completion of all wall systems, ceilings, seismic requirements, installation of all wiring, mechanical, electrical, plumbing, fire protection and all low voltage systems.

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Final Inspections shall be the completion of everything to a point where the project can be immediately occupied by patients/residents/participants and staff. This shall include but not be limited to all fixed items, window shades and shower curtains. If an individual can not easily pick up and remove the item, it most likely needs to be installed for the final inspection. Furnishings do not need to be installed for the DHFC final inspection.

To schedule an inspection send an email to “DHFCadmin@dhec.sc.gov.” On the subject line type “Project is located in (_____) county”. In the blank please put the county where the project is located. In the body of the email please list the following:

Your name
Email address
Phone contact
County where project is located
Project name
Ideal dates for your inspection
Size of area to be inspected
Phase number (if the project is phased)

Although we can often accommodate same week inspections, please allow a two week notice for any inspection. It is far to the advantage of all concerned that sufficient inspections be made. The Design Professional shall be present at all inspections. It shall be the responsibility of all Design Professionals to confirm that areas requiring inspection are ready for a DHFC inspection. Failed inspections may result in DHFC taking action against all Design Professionals involved.

The Design Professional or General Contractor shall take notes at each inspection. These inspection notes shall be retained for record documents and formatted as directed by DHFC in a “punch list” sign/counter sign format for completion.

FINAL CONSTRUCTION INSPECTION

At the final inspection, DHFC will check all items and exercise all of the systems. The DHFC final inspection is not to be used as a substitute for the Design Professional / General Contractor "punch list". If at the final inspection it is obvious that this has happened, the final inspection will be terminated.

A final inspection may only be requested by the Design Professional. On our arrival, the building shall be **finished**, including the "Owner installed" items. The building shall be clean, and ready to occupy by the Owner.

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Upon satisfactory completion of the construction inspection, a “Notice of Completion” (NOC) document will be issued to DHL indicating that the project construction is accepted as ready for occupancy. The DHL will contact the Owner to arrange for a visit by the DHL prior to occupancy. Licensing will not visit until the DHFC has indicated acceptance of construction.

There is a list of documentation that is required at the final inspection and before close-out of the project. The project will not be approved without this required documentation. To aid in compiling the required documentation, a checklist is furnished. On this form, put the dates of the letters of certification. The letters of certification must indicate that the systems “have been tested and found to be operating satisfactorily” It is not acceptable that they just say that the systems have been installed according to code. In the notebook furnished to DHFC at the final inspection, the certifications should be “copies”. The originals go to the Owner.

The required documentation for the certification notebook can be obtained from our office.

Other documentation which shall be submitted for or furnished if regulations require:

Documentation on approvals of shielding and other requirements applicable to radiology departments or x-ray rooms, shall submit to the Bureau of Radiological Health South Carolina Department of Health and Environmental Control.

Documentation from the Bureau of Air Quality Control, South Carolina Department of Health and Environmental Control if project involves their requirements.

Documentation of approval of the Division of Water Supply, South Carolina Department of Health and Environmental Control on applicable requirements for permits and approvals.

Documentation of approval of the Division of Domestic Wastewater, South Carolina Department of Health and Environmental Control on applicable requirements for permits and approvals.

LICENSING INSPECTION GENERAL INFORMATION

The Division of Health Licensing (DHL) will not schedule their inspection until they have coordinated with the Owner and the DHFC has sent in the NOC to DHL indicating that the project is complete. When DHL makes their inspection, if all is acceptable, the building or area can be occupied and placed into service immediately. DHFC has limited authority to grant permission to occupy an area or building. If the area or building is occupied by the Owner before approval from licensing, significant action and fines may be imposed.

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EXEMPTION TO LICENSING STANDARD

The following application is a form that can be filled out requesting an exemption to any statement made in our Regulations. We cannot grant exceptions to code requirements. The form is mailed to DHL with all supporting documentation that you may want to attach to support your request. A review of your request will be made and a response in writing is usually sent within 30 days. The reviews are not open to the public and you do not have to make any presentation. <http://www.scdhec.gov/Library/D-0226.pdf>

YOUR COMMENTS FOR THE DIVISION OF HEALTH FACILITIES CONSTRUCTION

You can send written comments to:

**Division of Health Facilities Construction
2600 Bull St.
Columbia, SC 29201**



Or reach us by phone at (803) 545-4215 OR (803) 545-4370 .

HOW TO FIND US

Our offices are located in the Columbia Mills Building (State Museum) at:
301 Gervais St, Columbia, SC

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OFFICE OF FIRE AND LIFE SAFETY

The Office of Fire and Life Safety, an office of the Division of Health Facilities Construction, conducts periodic fire and life safety surveys of existing facilities to insure continued compliance with appropriate codes, standards and regulations. The authority to do this comes from the South Carolina Legislature. Some health care facility types such as doctor's offices and clinics are not licensed by SCDHEC and are not reviewed or inspected by us. If you have a question, please call us at (803) 545-4215.

Every year facilities experience a growing number of fire related emergencies. There are many causes for the fires; however, most are due to a lack of knowledge about fire safety and prevention. It is our mission through oversight, inspection, and education to help reduce these emergencies and prevent the loss of life and property at healthcare facilities.

The Office of Fire and Life Safety has regulatory responsibility to ensure compliance with state fire safety regulations and, in conjunction with the Division of Health Facilities Construction, acts as a liaison between local municipal fire departments, the South Carolina Office of State Fire Marshal and the facilities. We support regular interaction with these groups to discuss fire and life safety matters, as well as develop and conduct training programs.

FIRE AND LIFE SAFETY - CONTACTS

Upstate – Michael Locklear 803-457-4797 - Abbeville, Anderson, Cherokee, Chester, Edgefield, Fairfield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, Union, and York Counties.

Midlands – David Moody 803-465-7318 – Aiken, Allendale, Barnwell, Beaufort, Calhoun, Chesterfield, Darlington, Dillon, Hampton, Jasper, Kershaw, Lancaster, Lee, Lexington, Marlboro, Richland, and Sumter Counties.

Lowcountry – Todd McAlhany 803-465-1273 - Bamberg, Berkeley, Charleston, Clarendon, Colleton, Dorchester, Florence, Georgetown, Horry, Marion, Orangeburg, and Williamsburg Counties.

FIRE WATCH

It is required by multiple codes to notify DHFC fire officials, and local fire officials, anytime fire detection, alarm and extinguishing systems are in a non-operative condition:

IFC 901.7 Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

NFPA 101 -2000 9.6.1.8 Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.

9.7.6 Sprinkler System Shutdown.

9.7.6.1 Where a required automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service.

firewatch@dhec.sc.gov

(803) 545-4215 Office
(803) 545-4212 fax

REPORT A FIRE / INCIDENT

DHFC shall be notified immediately via email after calling 911. Email **firewatch@dhec.sc.gov** regarding any fire or incident in the facility and followed by a complete written report to include fire department reports if any, to be submitted within a time frame not to exceed 72 hours from the occurrence of the fire or incident.

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FIRE AND LIFE SAFETY CONSIDERATIONS DURING CONSTRUCTION/RENOVATION

Demolition and renovation of areas within an existing facility must be carried out in a manner which considers all the factors affecting patient, staff and public safety; and does not present hazardous conditions to the patients.

Patient safety during construction within a facility is the responsibility of the facility. It may be necessary that building wings, beds or even certain areas of the facility be temporarily closed to patients and staff until such time that the area can be used under safe conditions. During renovations, a higher than normal degree of awareness of fire and safety hazards must be maintained by the facility staff and construction personnel. Temporary adjustments must be made in the fire evacuation plans and housekeeping procedures until the facility is restored to a condition of normalcy (i.e. all life and safety systems and safeguards are operational or complete.). Close coordination with all fire officials is necessary prior to and during renovations in order to receive their professional safety input and to satisfy particular requirements they may need to impose for patient and building safety.

Fire and Life Safety Systems which may require temporary shut-downs shall remain in a "down" condition for as short a time as possible. Prior to temporary shut-down of fire alarm, smoke detection, and sprinkler systems, coordinate with this Office and all local fire officials. These temporary shutdowns of life safety systems must be as brief as possible. Alternate safety provisions must be considered during the shutdowns such as a fire watch.

During construction, occupied portions of the facility must be kept neat and clean. The facility staff and construction personnel shall insure that dust and construction debris is not distributed through the portions of the health care facility remaining in operation. Areas under renovation are recommended to be sealed off from portions of the facility in use with appropriate noncombustible materials. Seal off corridors, ductwork and other areas where dust may penetrate. The integrity of fire rated barriers / partitions in occupied areas must be maintained. Provide additional fire extinguishers as may be required throughout the area under renovation, but specifically in areas where hazardous activities are undertaken such as welding.

Provide negative pressure machines to ensure the renovated space is not contaminating the occupied surrounding areas. All negative pressure machines shall be vented to the exterior.

Appropriate egress as required by codes is to be provided during the renovation process. Exits must be marked and maintained in a clear and unobstructed manner to a safe point outside the building. Temporary exit signs may be necessary.

In essence, renovation phases must be planned to promote fire and life safety during this time of "higher than normal" hazard to the occupants.

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REVIEW AND CONSTRUCTION INSPECTION FEES - DHFC

Total Estimated Cost of Project:

The cost of the Construction Project Review Fee is based on the total estimated cost of the project. Total construction cost is defined as the total amount the owner pays for a finished project/building. Costs included but are not limited to: professional fees, consulting fees, management fees, furnishings/equipment, insurance, utilities, exterior and site work, labor, materials, overhead and profit, tap and impact fees, changes in scope of work, and all other costs accrued for a finished project/building. The following items shall not be considered in any fee calculation: local plan review fees, purchase of land, purchase of existing buildings, project financing fees, attorney fees, and bank fees.

<u>Total Construction Cost:</u>	<u>Fee for document review:</u>
Less than 10,000	\$750
Between \$10,001 – \$100,000	\$1,500
Between \$100,001 - \$500,000	\$2,000
Greater than \$500,000	\$2,500 plus \$100 for each additional one hundred thousand dollars
Construction Inspection Fees	\$500.00 per visit

Upon completion of the construction project, the owner shall submit a certified final cost of the project within 90 days to DHFC. An adjusted invoice for payment (or reimbursement for the negative variance) will be generated by the Department.

FAQ

FAQ – Frequently Asked Questions - Below are general issues, problem, suggestions and clarifications on a series of topics that we have encountered in the past.

Subject Information

CRCF- Fire Drill	An unannounced fire drill shall be conducted at least quarterly for all shifts. Each staff member/volunteer shall participate in a fire drill at least once each year. Records of drills shall be maintained at the facility, indicating the date, time, shift, description, and evaluation of the drill, and the names of staff members/volunteers and residents directly involved in responding to the drill. 61-84-1504-A
CRCF- Fire Extinguishers	Fire extinguishers shall be sized, located, installed, and maintained in accordance with NFPA No. 10, except that portable fire extinguishers intended for use in resident sleeping areas shall be of the 2-A, 2-1/2 gallon, stored-pressure water type. 61-84-2201-A
CRCF- Doors	All resident room doors shall be solid-core; facilities licensed for six beds or more shall have 20-minute doors with closures. 61-84-2705-J.
ESRD-air gap	An air gap is required at dialysis equipment for the drain line. The air gap between the indirect waste pipe and the flood level rim of the waste receptor

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	shall be a minimum of twice the effective opening of the indirect waste pipe. IPC 802.2.1
Can I do the work myself?	Not generally. Permits are required from the local authority for all work. All work shall be performed by licensed contractors. Quality of work shall be in accordance with all industry standards.
Do I need a permit?	Yes. The local building official shall be consulted for all work to occur in a DHEC licensed facility. All work shall be performed by licensed contractors.
Asbestos	Prior to beginning a renovation or demolition operation at any DHEC facility, the facility Owner and/or Owner's Representative shall ensure that an asbestos building inspection is performed to identify the presence of ACM. Reg. 61-86.1
Do I need to sprinkler my 5 bed CRCF	Yes.
Can I sprinkler a small portion of the building?	No. IBC, IFC and NFPA codes require the total building to be sprinklered.

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